

Date: September 1, 2008

To: Department Chairs
From: Sunil Tiwari, FSAC Chair
Paula Hammett, URTP Chair
Melinda Barnard, Vice Provost

Re: Departmental RTP Criteria

The SSU RTP Policy (<http://www.sonoma.edu/uaffairs/policies/RTP.htm>) describes the need for departments to set criteria for their candidates (I.A.1-2; II.A.1-2). Some departments already have criteria in place, but others do not.

FSAC (at its 5-22-08 meeting) determined that departmental criteria should be developed or reviewed by departments during Fall semester 2008 and are **due to FSAC for review by December 2, 2008**. FSAC will review the criteria for compliance to appropriate policies and will respond to departments during Spring semester 2009.

This year, 2008-2009, will be considered a transition year as departments develop their criteria. Departments are asked to be flexible and sensitive during this transition to not put candidates at a disadvantage. Criteria will apply forward and not backward.

Each department will approach this task based on the unique needs of its department or discipline, and within the overall structure of the RTP Policy.

Within the overall context of the RTP categories of teaching, scholarship, university service and community service, some things to consider are:

- What are the measurable criteria that describe the department's expectations of their candidates for reappointment, tenure and promotion? Have you assigned weighted values to those criteria?
- How does the department assess criteria that are not easily measurable?
- Is there progressive advancement through the ranks, i.e., do the expectations increase as the candidate advances?
- How does the department value efforts towards diversifying the population of students, faculty and curriculum?
- Are there any functional areas of expertise that candidates may be expected to provide (e.g., manage the department's graduate programs, oversee outreach and student recruitment to the major, run the language lab, advising, etc.)?
- How does the department define scholarship, research and creative achievements, particularly within the context of peer-review? (For example, publications, juried exhibitions, performances, websites, professional activities, etc.)
- Is service learning important to your department or discipline? If so, how is it evaluated and into which category (teaching, scholarship or service) does it fit?

Departments may want to develop a matrix that shows how the departmental criteria relate to the general criteria in the University RTP Policy. For example:

Examples:

University baseline expectations (from the RTP policy)

<i>Teaching</i>	<i>Scholarship, Research & Creative Achievements</i>	<i>University Service</i>	<i>Community Service</i>
<ul style="list-style-type: none"> • Displays enthusiasm for teaching. • Presents material with clarity. Uses appropriate teaching strategies. • Clearly specifies course goals, & employs materials to achieve course goals. • Enables students to participate actively in their own education. • Fosters appreciation for different points of view. • Demonstrates competence & currency in course material. • Consults & advises effectively outside of class. • Engages in professional development to enhance teaching effectiveness. 	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> • Published books and articles. • Reports from consultancies, software & electronic media products, designs, or inventions. • Creative activities in the arts. • Funded grants. • Submitted proposals. • Research reports or scholarly papers presented at conferences • Participation in prof. meetings as discussant, committee member, or organizer • Service as critic, reviewer, editor, or consultant. • Awards, honors, exhibitions, shows, performances, or speaking engagements. • Contributions to discipline outside his/her primary area of specialization. • Post-doctoral studies or continuing education. 	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> • Contributions to organizational, academic, intellectual, & social life of University, including participation on committees and with student organizations. • Activities that enhance the University's ability to serve the needs of a diverse student body, especially multi-ethnic, non-traditional, and prospective students. • Activities that enhance the University's ability to retain and graduate students, including mentorship and advising. • Representing the University in an official capacity to the CSU and other institutions. • Leadership in professional organizations at local, state, and national levels. 	<p><i>Examples include:</i></p> <ul style="list-style-type: none"> • Local, State, & Federal boards, commissions, & committees. • Civic organizations. • Community service organizations. • Schools. • Charitable organizations. • Social agencies. • Political groups & organizations. • Recreational agencies & groups. • Cultural organizations

Examples:

Unique departmental criteria

The following are possible examples of departmental criteria from a variety of different disciplines, not a prescriptive list.

<i>Teaching</i>	<i>Scholarship, Research & Creative Achievements</i>	<i>University Service</i>	<i>Community Service</i>
<p><i>Possible examples from different disciplines:</i></p> <ul style="list-style-type: none"> • Average student evaluations of at least 3.5 in RTP-evaluated elective upper division or graduate majors courses. • Integrates media element into each course. • Supervises 2 student teachers. • Integrates service learning into one core course. • Teaches a variety of courses at varied levels of student sophistication and academic level (majors, GE, support courses). 	<p><i>Possible examples from different disciplines:</i></p> <ul style="list-style-type: none"> • At least two articles or contributions to scholarly journals (or equivalent) will have been published or accepted for publication by the time the candidate applies for tenure • One juried exhibition of art by the third year. • Choreographing and producing a dance piece. • Funded grant. • Serves on editorial board of peer-reviewed journal. 	<p><i>Possible examples from different disciplines:</i></p> <ul style="list-style-type: none"> • Represents SSU on CSU committee. • Coordinates outreach to diverse pool of students in major. • New faculty are not expected to share fully in committee work and student advising in their first year of service, but they are expected to have a record of full participation in university service by the time they apply for tenure. • Represents faculty on student government. • Represents department on at least 1 school and 1 university committee by 4th year. 	<p><i>Possible examples from different disciplines:</i></p> <ul style="list-style-type: none"> • Non-paid consultancies. • Mentors local youth in monthly program. • Contributes expertise to non-profit arts organization on regular basis. • Speaks to local media, business or political organizations.

Examples: